

**SOUTHEAST UTAH INTERAGENCY WILDLAND FIRE
ANNUAL OPERATING PLAN 2003**

APPENDIX A

PROCUREMENT

Local Procurement Team Members for the BLM and FS will be notified when fire conditions reach Interagency Preparedness Level 4. Coordination with Dispatch will be maintained with Moab Interagency Fire Center at Interagency Preparedness level 4 and higher to determine availability for possible mobilization.

1. FOREST SERVICE SHALL

- a. Act as the lead agency for handling preseason fire arrangements for Blanket Purchase Agreements (BPA) throughout the Moab Interagency Fire Zone for interagency use. These preseason BPAs should be set up for, but are not limited to, meals/lodging, portable toilets, and miscellaneous supplies. All copies will be sent to the Moab Interagency Fire Center. The Moab Interagency Fire Center will assure that copies of agreements and/or arrangements are distributed to the applicable offices listed below.
- b. Maintain updated Supply and Service books at each District Office.
- c. Provide "on-call" cell phone(s) for logistical support and procurement for the Price, Ferron, Moab, and Monticello Ranger Districts.
- d. Designate the following individuals to handle procurement and payment processes for initial and extended attack fire situations occurring on the Price, Ferron, Moab, and Monticello Ranger Districts:

LOCAL PROCUREMENT TEAM MEMBERS

Leader: Carol Riding (FS Support Services Specialist)
Office Phone Number: 435-384-2372
Home Phone Number: 435-384-2660
Assistant: Debbie Maize (FS Resource Clerk)
Office Phone Number: 435-637-2817
Home Phone Number: 435-384-2372
Assistant: Melinda Schmidt (FS S S Specialist)
Office Phone Number 435-636-3375
Home Phone Number 435-259-5266
Assistant: Michelle Steele (FS Resource Clerk)
Office Phone Number: 435-636-3360
Home Phone Number: 435-259-4382

Ground & Vehicle Inspection Support

North Zone	South Zone
Lee Caldwell	Jimmy Forrest
Home: 435-384-2374	Home: 453-587-2666
Work Cell: 801-710-2642	Work: 435-636-3344
Work Shop: 435-637-2829	Cell: 435-260-2364
Virgil Marcum	Jim Williams
Home: 435-637-0068	Home: 435-259-6814
Work Cell: 801-710-5296	Work: 435-636-3364
Work Shop: 453-637-2829	Cell: 435-260-1032
Varian Allen	
Home: 435-749-0484	
Work Cell: 801-710-1909	
Work Office: 435-636-3556	

PAYMENT TEAM MEMBERS for EERAs, and Agreements Not Procured by Government Credit Cards

Leader: Karol Bergquist (FS Budget and Fiscal Officer)
Office Phone Number: 435-637-2817
Home Phone Number: 435-613-9046
Assistant: Dorothy Duncan (FS Accounting Technician)
Office Phone Number: 435-637-2817
Home Phone Number: 435-637-2886

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Assistant: Carolyn Oman (FS Accounting Technician)

Office Phone Number: 435-637-2817

Home Phone Number: 435-637-5378

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FOREST SERVICE (continued)

- d. Act as the lead agency for handling preseason fire arrangements that occur on the Sanpete Ranger District. These preseason arrangements include but are not limited to establishing emergency equipment rental agreements and meal/lodging arrangements. All copies will be sent to the Moab Interagency Fire Center. The Moab Interagency Fire Center will assure that copies of agreements and/or arrangements are distributed to the applicable offices listed below.
- e. Maintain updated Supply and Service books at the District Office.
- f. Designate the following individuals to handle procurement and payment processes for initial and extended attack fire situations occurring on the Sanpete Ranger District:

LOCAL PROCUREMENT TEAM MEMBERS BUYING TEAM MEMBERS

Leader: Martha Larsen (FS Resource Clerk)
Office Phone Number: 435-283-4151
Home Phone Number: 435-283-4264
Assistant: Linda Nielson (FS Information Receptionist)
Office Phone Number: 435-283-4151
Home Phone Number: 435-835-5281
Assistant: Diane Cote
Office Phone Number 435-283-3320
Home Phone Number.

PAYMENT TEAM MEMBERS for EERA s, and Agreements Not Procured by Government Credit Cards

Leader: Karol Bergquist (FS - Budget and Fiscal Officer)
Office Phone Number: 435-637-2817
Home Phone Number: 435-613-9046
Assistant: Dorothy Duncan (FS Accounting Technician)
Office Phone Number: 435-637-2817
Home Phone Number: 435-637-2886
Assistant: Carolyn Oman (FS Accounting Technician)
Office Phone Number: 435-637-2817
Home Phone Number: 435-637-5378

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2. THE BLM SHALL:

- a. Act as the lead agency for handling preseason fire arrangements for Emergency Equipment Rental Agreements (EERA) throughout the Moab Interagency Fire Zone for interagency use. These preseason arrangements include any and all pre-season contracts for equipment from local vendors that are not produced on a Regional or National level. All copies will be sent to the Moab Dispatch Center. The Moab Interagency Fire Center will assure that copies of agreements and/or arrangements are distributed to the applicable offices listed below
- b. Maintain updated Supply and Service books at each field office.
- c. Provide "on-call" cell phone(s) for logistical support and procurement for the Price, Moab, and Monticello Field Offices.
- d. Designate the following individuals to handle procurement and payment processes for initial and extended attack fire situations occurring on the Price, Moab, and Monticello Field Offices of the BLM:

LOCAL PROCUREMENT TEAM MEMBERS

All Zone

Leader: Jackie Stevens (BLM Fire Contracting Officer)
Office Phone Number: 435-259-2100
Home Phone Number: 435-259-7873
Assistant: Lisa Everett (BLM Contracting Specialist)
Office Phone Number: 435-259-2147
Home Phone Number: 435-259-8686

Ground & Vehicle Inspection Support

Price

Sam Espinoza
Office Phone Number: 435-636-3625

Hal Stevens
Office Phone Number: 435-636-3660
Home Phone Number: 435-613-0145
Cell Phone: 435-259-9698

Moab

Ron Pierce
Office Phone Number: 435-259-1890
Home Phone Number: 435-259-6665

Darr Hatch
Office Phone Number: 435-435-259-1889
Home Phone Number: 435-259-7714

Monticello

Brenda Dale
Office Phone Number: 435-587-1530
Home Phone Number: 970-677-4104

PAYMENT TEAM MEMBERS for EERAs, and Agreements Not Procured by Government Credit Cards

Leader: Jackie Stevens (BLM Fire Contracting Officer)
Office Phone Number: 435-259-2100
Home Phone Number: 435-259-7873

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**3. THE NATIONAL PARK SERVICE AND THE STATE DIVISION OF FORESTRY, FIRE AND
STATE LANDS SHALL:**

Normally handle their own procurement, but may call upon other agencies as needed.

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4. ORDERING AND BILLING PROCEDURES:

All resource orders shall be placed with the Dispatch Center or the Expanded Dispatch responsible for the Incident. Any billings shall be mailed to appropriate Dispatch Center. The Dispatch Center will attach original invoice to copy of resource order, note resource order number/fire name on invoice, sign invoice to approve, and forward to the appropriate agency for payment. A copy of the invoice should be attached to the resource order by dispatch for the fire packet. Goods purchased by logistic/procurement personnel for fires using their government purchase card still need a resource order from dispatch and are responsible for their own documentation. Copies of these payments/receipts should be sent to dispatch to go with the fire packet.

PAYMENT ADDRESSES:

USFS
Manti La-Sal National Forest - ATTN: Carolyn Oman
USFS Manti-La Sal National Forest
599 West Price River Drive
Price, UT 84501

BLM
Southeast Field Office Alliance - ATTN: Jackie Stevens
82 East Dogwood
BLM Moab Field Office

Moab, UT 84532

Southeastern Area Utah - ATTN: Gary Cornell
Division of Forestry
1165 South Highway 191, Suite 6
Moab, UT 84532

NPS
Southeastern Group - ATTN: Craig Hauke
Canyon Lands National Park
2282 SW Resource Blvd.
Moab, UT 84532

5. BUYING TEAM ASSIGNMENT:

If a buying team is assigned, such buying team shall close out with the administrative and/or finance personnel for the agency responsible for final payments. Final payments are determined by the agency responsible for suppression. The appropriate Zone Procurement Team will be notified when a Type 3 Incident Team is mobilized in the zone. When the leader of the local procurement team determines that additional skills and experience are necessary, the leader may request a buying team by coordinating with the Moab Interagency Fire Center Manager or their acting.

5.

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6. THE MOAB INTERAGENCY DISPATCH CENTER SHALL:

1. Submit list of Vendors to Manti-La Sal for BPA sign-up by January 1st.
2. Assure that copies of agreements and/or arrangements are distributed to the applicable offices listed below:

Copy Distribution

Forest Service: Manti-La Sal National Forest
Attn: Grants and Agreements Specialist
599 West Price River Dr.
Price, Utah 84501

Sanpete Ranger District
Attn: Support Services Specialist
540 N. Main Street #32-14
Ephraim, Utah 84527

Ferron/Price Ranger Districts
Attn: Support Services Specialist
P.O. Box 310
Ferron, Utah 84523

Moab Ranger District
Attn: Support Services Specialist
P.O. Box 386
Moab, Utah 84532

Monticello Ranger District
Attn: Support Services Specialist
P.O. Box 820
Monticello, Utah 84535

BLM: Bureau of Land Management
Price Field Office
125 South 6th West
Price, Utah 84501

Bureau of Land Management
Attn: Fire Contracting Officer
82 Dogwood Ave. Suite M
Moab, Utah 84532

FIRE CENTER: Richfield Fire Center
Attn: Dispatcher
1660 South Industrial Park Road
Richfield, Utah 84701

Bureau of Land Management
Monticello Field Office
P.O. Box 7
Monticello, Utah 84535

STATE: Utah Div. Of Forestry, Fire & State Lands
Attn: State Area Manager
1165 S. Highway 191 Ste. 6
Moab, Utah 84501

NPS: National Park Service
Attn: Wildfire Coordinator
Canyonlands National Park
2282 S. West Resource Blvd.
Moab, Utah 84532